

## CHAPTER 10

### SPECIAL ACTIONS AND PROCEDURES

#### A. GENERAL

This chapter identifies categories of traffic not otherwise included in this Regulation which require approval, as specified below, before travel or transportation and prescribes actions to be taken in connection with requests for exceptions to transportation policy. Further, it establishes procedures for submission of such requests.

#### B. REQUESTS FOR EXCEPTIONS TO POLICY

All requests submitted for consideration for an exception to policy shall do the following:

1. Fully justify the need for air transportation to include the purpose of travel or reason for the shipment of cargo.
2. Explain why commercial transportation resources are not being used, or do not suffice, or certify their nonavailability.
3. Contain sufficient detail to enable evaluation and a proper determination, including a statement explaining why furnishing transportation is of interest to, and how it will benefit, the DoD Component concerned.
4. Include a statement as to whether movement is to be "space required (reimbursable)", "noninterference (reimbursable)", or "noninterference (**nonreimbursable**).". If it is reimbursable, show the appropriation or account chargeable, or the name and address of the organization or individual responsible for reimbursement on a direct billing basis.
5. Maintain consistency and uniformity in applying transportation policy. Exceptions shall be considered for approval only when very unusual circumstances indicate that adherence to policy in a particular case would be contrary to the best interests of the DoD Component concerned. When a commander can **justify** a request, he or she should forward it through channels with full justification and all information necessary to permit a decision. A commander shall not make an airlift commitment before obtaining approval.

#### C. APPROVAL ACTIONS

All approval actions, orders, or documents **shall** specify approved travel authorizations as "space required (reimbursable)", "noninterference (reimbursable)", or "noninterference

(nonreimbursable).” If an approval for noninterference (nonreimbursable) movement of passengers is involved, the category of space available travel under Chapter 6 above, in which passengers shall move shall be cited.

#### D. THE SECRETARY OF DEFENSE. OR DESIGNEES

These officials approve travel of the following:

1. Government officials of other Executive Departments or Agencies of the judicial branch, or of the legislative branch. The request shall be screened by the head of the agency to which the official is attached. If approved, the request shall be forwarded to the **Secretary** of Defense for disposition. When travel is through a mission operated by an activity financed through the DBOF-T, approval actions and orders must specify the Government Agency or individual responsible for reimbursement and the applicable tariff rate.

2. Official travel of family members of senior DoD officials of the OSD, Defense Agencies, and activities administratively supported by the OSD, of the other Executive Departments or Agencies, of the judicial branch, or of the legislative branch, when there is an unquestionably official function in which the family member is actually to participate in an official capacity, or such travel is deemed in the national interest because of a diplomatic or public relations benefit to the United States. When travel is through a mission operated by an activity financed through the DBOF-T, approval actions and orders must specify the Governmental Agency or individual responsible for reimbursement and the applicable tariff.

3. Members and employees of the Congress when the request for travel is submitted in writing to the Secretary of Defense over the signature of the chairman of the Congressional committee on which the member or employee serves and states that the purpose of travel is of primary interest to the Department of Defense and that provisions of law **authorize** the expenditure by the Department of Defense.

4. Members and employees of the Congress when travel is of official concern to the Congress and the request shows the appropriation fund chargeable, or other clear indication of the method by which reimbursement is to be made, if U.S. commercial carriers cannot meet the official requirements.

5. U.S. ambassadors in their country or counties of accreditation on a reimbursable basis when the Secretary of State determines that internal security problems and the trip proposed warrant this service. Other members of the ambassadorial party may be transported on Secretary of State determination that they would have been eligible for Government expense travel if safe accommodations were available and that funds are available for this purpose. Because various problems are associated with the limited resources involved in the implementation of this category, only unusual cases shall be considered.

6. Foreign officials invited by the Secretary of Defense, or designee (see DoD Directive 7250.13, reference (ss)).

7. Cargo of other U.S. Government Agencies or non-U.S. Government cargo.

8. All other personnel or cargo when determined to be in the DoD interest.

**E. THE MILITARY DEPARTMENT SECRETARIES. THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF. THE CHIEFS OF STAFF OF THE ARMY AND THE AIR FORCE. THE CHIEF OF NAVAL OPERATIONS. AND THE COMMANDANT OF THE MARINE CORPS**

1. **These officials approve the following:**

a. Except for the situations specified in paragraph D., above, requests for transportation when submitted in accordance with paragraph B., above, and such transportation is primarily of official interest to the DoD Component concerned.

b. Family member travel as outlined in paragraph D.2. above for personnel assigned to the DoD Component concerned. See Appendix B for a list of general/flag officers designated to approve family travel.

c. Requests for space available travel of noncommand sponsored dependents other than those eligible under Chapter 6, table 6-1, above, from the overseas APOE to a CONUS APOE for the member's PCS where failure to do so would result in stranding the dependents in a foreign country under circumstances which would cause undue hardship to them and embarrassment to the U.S. Government. Approval authority for travel under these circumstances may be delegated to the responsible Component commander.

d. Foreign officials on approved DoD-sponsored visits in the CONUS, and in and between overseas areas for travel by missions not provided by an activity funded through the DBOF-T (see DoD Directive 7250.13, reference (ss)).

e. Travel of spouses of Chiefs of MAAGs and/or Missions by missions not provided by an activity funded through the DBOF-T.

2. **Additional Authorities**

In addition to the approval authorities outlined immediately above, the Secretaries of the Military Departments may also approve travel of the following:

a. Members and employees of the Congress in the 50 United States on invited, Departmentally sponsored nonreimbursable travel of interest to the Department concerned.

b. Dependents of members of the Congress and employees of the Congress, to permit them to accompany their principal in the 50 United States when essential to the proper accomplishment of the mission, desirable because of diplomatic or public relations, or necessary for the health of the individuals concerned. When reimbursement is appropriate, it shall be at the same rate as applicable to the principal. Medical personnel may be authorized to accompany a member "of the Congress where necessary for the health of the **member**;

c. A non-U .S. Armed Forces patient designated as a "Secretarial designee" for purposes related to medical care and the provision of AE (see Chapter 5, above).

### 3. Delegations of Authority

a. The CONUS commanders identified in subparagraph E.3.b., below, may **approve** the following categories of passengers for travel in the CONUS when such travel is in direct support of the approving command. Requests shall be submitted under the provisions of paragraph 10.B., above.

(1) Foreign military personnel who possess proper base or installation visitation authorization.

(2) Foreign civilians assigned to a NATO Headquarters and who possess a base or installation visitation authorization. Requests from **non-DoD** sources and those concerning **non-NATO** foreign civilians must be **processed** in accordance with paragraphs D., or E. Z., above, as applicable.

(3) U.S. citizens, except for the following:

(a) Spouses of Government Personnel.

(b) **Non-DoD** Federal officials.

(c) Members of Congress and their staffs.

b. Approval authority maybe delegated, but not lower than:

(1) Army. Commanders in chief, commanders, and heads of activities in the grade of major general, or above.

(2) Navy. Type Commanders as designated by the Chief of Naval Operations.

(3) Air Force. Major Commanders.

(4) Marine Corps. Authority remains with the commandant, unless specifically delegated to individual commanders in the grade of brigadier general, or above.

F. THE COMMANDER, USTRANSCOM

1. Except for the situations specified in paragraphs D., E. 1., E.2., above, the Commander, USTRANSCOM, or designee, may approve requests for transportation when submitted under provisions of paragraph B., above, and such transportation is primarily of official interest to the USTRANSCOM.

2. Foreign officials on approved DoD-sponsored visits in the CONUS, and in and between overseas areas for travel by missions financed through the DBOF-T (see DoD Directive 7250.13, reference (ss)).

G. THE COMMANDERS OF ANY OVERSEAS ECHELON REPORTING DIRECTLY TO THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF OR THE CHIEFS OF STAFF OF THE ARMY AND THE AIR FORCE, THE CHIEF OF NAVAL OPERATIONS, OR THE COMMANDANT OF THE MARINE CORPS

1. U.S. Ambassadors or their senior deputies, within overseas areas, when invited to travel by the overseas unified/component commander and when the commander determines that such travel within his theater of responsibility is primarily in the interest of the DoD. The approving authority for this travel is the theater unified or component commander concerned.

2. These commanders may authorize transportation of foreign nationals (O-7, and above, and civilian equivalents) to be transported on DoD-owned or -controlled aircraft when in the commander's overseas area of accreditation or responsibility, and when the commander has determined that such travel is in the primary interest of the DoD, and within the limitations imposed by joint regulations. Travel aboard aircraft operated by an activity financed through the DBOF-T shall be reimbursable and availability of transportation will be governed by Chapter 1, paragraph C., above.

H. GENERAL OFFICERS REPORTING DIRECTLY TO SERVICE COMPONENT COMMANDERS OF UNIFIED COMMANDS

These commanders may authorize transportation of foreign nationals (O-6, and below, and civilian equivalents) to be transported on DoD-owned or -controlled aircraft when in the commander's overseas area of accreditation or responsibility, and when the commander has determined that such travel is in the primary interest of the Department of Defense, and in the limitations imposed by joint regulations. Travel on missions operated by activities financed through the DBOF-T shall be reimbursable and availability of transportation will be governed by Chapter 1, paragraph C., above.

## I. MAAG AND MILITARY MISSION CHIEFS

These chiefs may approve the following (on military Mission or MAAG service section aircraft only):

1. U.S. ambassadors and ministers, or in their absence, charge **d'affaires**, and key members of their staffs designated by the ambassador, minister or charge **d'affaires**, to conduct official U.S. Government business. This applies only when the primary purpose of flight is for official business for MAAG mission chief or **attaché** office. It does not apply if special mission flights are required or to normal PCSS of U.S. diplomatic personnel.

2. Foreign nationals, when their travel is in the best interests of official DoD business.

3. Spouses of the chief and assistant chief, MAAG; the service section chief of each Service and the senior Marine **advisor**; the chief and assistant chief of U.S. Military Mission; in Latin America, the military group commander and chiefs of the service sections only; service attaches; chiefs and the next-in-rank to the chief of the U.S. diplomatic mission; foreign nationals; and key staff foreign military personnel. Spouses may only be approved and accompany their sponsor on a non-interference basis within their sphere of accreditation when the trip is for official business and the presence of the spouse is requisite to the accomplishment of official business. This authority is not to be taken to provide a "blanket" approval for spouse travel. These criteria must be met before spouse travel on any mission is approved.

## J. DEFENSE ATTACHES (DATTs)

The **DATT** may approve noninterference, nonreimbursable travel on Defense **Attaché**-controlled aircraft for the following:

1. U.S. ambassadors and ministers, or in their absence, charge **d'affaires**, and key members of their staffs designated by the ambassador, minister of charge **d'affaires**, to conduct official U.S. Government business. This applies only when the primary purpose of the flight is for official business for the **DATT**. It does not apply if special mission flights are required, or to normal PCSS of U.S. diplomatic personnel.

2. Foreign nationals when their travel is in the best interests of official DoD business.

3. Spouses of the **DATTs**, Service attaches and Assistant Service attaches; the chief and assistant chief, MAAG, and the service section chief of each Service and the senior Marine **advisor**; chief and assistant chief of U.S. Military Mission; in Latin America, the military group commander and chiefs of the Service sections only; chiefs and the next-in-rank to the chief of the U.S. diplomatic mission; and spouses of foreign nationals. Spouses may only be approved and accompany their sponsor on a noninterference basis within the sphere of accreditation (including area of dual accreditation) only when the trip is for official business and the presence of the

spouse is requisite to accomplishment of official business. This authority is not to be taken to provide a “blanket” approval for spouse travel. These criteria must be met before spouse travel on any mission is approved.

#### K. LOCAL COMMANDERS

These commanders may provide transportation on DoD-owned or -controlled aircraft for the following when danger to public health or safety is of such imminent seriousness as to preclude obtaining prior approval:

1. Individuals engaged in search and rescue.
2. Individuals who are in immediate danger of loss of life, limb, or sight to places where adequate medical care is available (see Chapter 5, above).
3. Civilian personnel with equipment (search dogs) voluntarily engaged in search and rescue operations when, as follows:
  - a. The movement is required under CG 308/AFM 64-2/NWP-37(B)/FM 20-150 (reference (tt)).
  - b. The Air Rescue Service (ARS) has determined that the movement of these personnel and/or equipment, that is, search dogs, is required and that no other means of satisfying the transportation requirements are available, feasible, or adequate within the criteria of CG 308/AFM 64-2/NWP-37(B)/FM 20-150 (reference (tt)). Transportation provided shall be **nonreimbursable**. When so requested, transportation may be to, from, or round trip, dependent on availability of airlift.
4. When such airlift is provided by an activity that is financed **through** the **DBOF-T**, the local commander shall notify the USTRANSCOM of the circumstances surrounding the transportation as soon as possible.

#### L. UNOFFICIAL TRAVEL

Family members traveling at personal expense, to accompany senior DoD personnel on official business. Such movement is termed “Unofficial Travel” (see OMB **Circular** A-126, reference (uu)) and includes transportation of a **non-DoD** civilian, a non-Federal traveler, or a family member of senior DoD officials of the OSD, Defense Agencies, and activities **administratively** supported by the OSD, of the other Executive Departments or Agencies, of the judicial branch, or of the legislative branch, only when accompanying a senior DoD or other Federal officials traveling **on a military aircraft** on official business. Senior DoD officials are defined as general or flag officers and civilian employees of the Senior Executive Service or equivalent and higher level employees. This category of travel differs from the space-available privileges in Chapter 6, in that

it is limited to travel in the company of a DoD senior official and is reimbursable by the traveler at the full commercial coach class fare rate. Such unofficial travel is authorized on military aircraft only on a **noninterference** basis: the aircraft is already scheduled for an official purpose; the noninterference use does not require a larger aircraft than that needed for the official purpose; official travelers are not displaced; it results in negligible additional cost to the **government**; the **government** is reimbursed at the full commercial coach class fare rate (the senior DoD official will attach to his or her travel voucher a personal check made payable to the Treasurer of the United States and include a travel office printout that reflects the full coach class fare). Unofficial travel shall be carefully controlled by requiring approval in advance and in writing by those DoD officials who have approval authority for senior official **MilAir** travel requests.